



Work

What are you creating for yourself next?

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About the Workbook

This Workbook is a companion to the Work Online Module. Record your notes in the Workbook as you go through each topic in the Module. This Module is part of the Mid-Life Matters Program.

About the Mid-Life Matters Program

The Mid-Life Matters Program is about thinking ahead and creating the future you want – for your 50's, 60's, 70's and beyond. The Program addresses these important topics:

- ✓ Planning ahead for your working life
- ✓ Enjoying your best health
- ✓ Understanding your financial needs
- ✓ Getting organised, and
- ✓ Maintaining a sense of purpose and identity into the future.

Disclaimer

The information in this Workbook is provided as educational material, and is intended to be used as a guide only.

Any recommendations made are general in nature and do not take into account specific needs and circumstances. You should consider your own situation and seek professional advice if necessary before making any decisions.

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WORK



KEY IDEAS

Working life today is marked by a series of transitions and phases.

People are making changes throughout their career so they can continue working longer, enjoy fulfilling work and a more balanced lifestyle.

As you plan ahead, it's important to:

- Reflect on your working life so far
- Understand your priorities
- Recognise which Career Phase you are in now, and
- Think about what you would like to create for yourself next.





TAKING STOCK

The first step as you plan ahead is taking stock and reflecting on your current work situation.

? QUESTIONS TO ASK

Ask yourself the following questions and record your answers in the spaces below.

What do you enjoy most about your current work? What do you dislike, or enjoy least?

Are there any non-financial benefits of your current work?

How are you finding the demands of work? Are there parts of your job that will get more difficult in the future?

How far do you travel for work? How does this impact your lifestyle? How will it impact you in the future?

Is this type of work likely to be available in the future?



YOUR PRIORITIES



KEY IDEAS

It's important to consider what will be most important to you about your working life in the future.

Understanding your priorities will help you clarify the work options which will suit you best.



QUESTIONS TO ASK

What are your work priorities?

Tick the items below that will be most important to you in the next phase of your working life.

- | | |
|---|--|
| <input type="checkbox"/> Part-time or flexible work hours | <input type="checkbox"/> Using my skills and experience to help others |
| <input type="checkbox"/> Something I enjoy | <input type="checkbox"/> Work that is not difficult or demanding |
| <input type="checkbox"/> New challenges | <input type="checkbox"/> Job security |
| <input type="checkbox"/> Close to home | <input type="checkbox"/> Salary |
| <input type="checkbox"/> The people I work with | |





CAREER PHASES



KEY IDEAS

The diagram below shows five Career Phases people go through during their working life. Not everyone will go through all of the Career Phases, but it's helpful to identify which Phase you think you are in now.

Knowing which Career Phase you are in will help to clarify your options, and the issues you'll want to think about as you plan for the next chapter of your working life.





Career Phase: Building

In this Phase you haven't yet reached the peak of your career. You'll want to build further and grow in your experience, skills, salary or responsibilities. You may have particular aspirations, or just a general desire to progress further in your work.

Think It Through

Consider the following questions and record your answers below.

What additional skills or experience do you need to move forward in your career?

Would you prefer to move forward with your current employer or a new employer?

What formal or informal training (for example mentoring) is available?

Are there any opportunities available with your current employer?

What other opportunities are available?

Who do you know who could help you find out more?

Work Options to Consider

- A New Job
- Self-Employment

Move Forward

Next think about a goal you could set for yourself. For example, how soon would you like to move forward in your career? What would be a realistic next step? Record your notes below.

My Goal

My Next Step

Building - Karen's Story

Karen had a completed a hairdressing apprenticeship after she finished high school. She worked at several hair salons, and had taken some long breaks to travel. Later in her working life Karen decided to make the leap to her own business. She was able to use her savings and a small loan to purchase a salon that she thought had good potential. Karen's sister had experience running a small business and was able to help Karen with the financial side. Karen had worked in hair salons for long enough to know some of the pitfalls, was careful to keep a close eye on costs, and to use effective loyalty programs to retain customers.



The salon was not close to Karen's home but, after 6 years, was able to sell the business and purchase another salon in a more convenient location. Working for herself was a new and challenging step that provided momentum for the second half of Karen's working life.



Career Phase: Changing

The priority in this Phase is re-training, changing jobs or making a career shift. This could be an entirely new career, a change of employer, or simply trying something new. In this Phase, you are ready to move into a new chapter in your working life.

Think It Through

Consider the following questions and record your answers below.

Do you have a new area of work in mind?

What are your top priorities for your new job? For example, salary, interests or lifestyle.

What do you need to know in order to decide which type of new work you would like to pursue?

Who do you know who could help you learn more about a new type of work?

Options to Consider

- Re-Training
- New Job
- Self-Employment

Move Forward

Next think about a goal you could set for yourself. For example, how soon would you like to change jobs? What would be a realistic next step? Record your notes below.

My Goal

My Next Step

Changing - Robyn's Story

Robyn had retrained as a teacher after several years working in a marketing role. She had become tired of working in an office and enjoyed the challenge of connecting with children.

Robyn found it difficult as first to be working alongside people who were much younger and more experienced. However, she received encouragement that she was well suited to the work and would grow in skills and confidence. Later, Robyn undertook further study and was promoted to assistant principal. Robyn enjoyed the challenge and was able to use some of the skills she has learned in her marketing role helping to promote the school and connect with the community.

As Robyn's mother became older, Robyn was able to use school holiday breaks to travel to see her and, eventually, to help her mother move house. Robyn made another adjustment and changed to a job share role in the last years of her mother's life.





Career Phase: Maintaining

In this Phase you'll be content in your general career direction and level of achievement. You'll be expecting to continue on more or less the same path, without making any major changes in the near future. You may be in this Phase temporarily as you consolidate a career step, or for the long term.

Think It Through

Consider the following questions and record your answers below.

How long do you expect to continue on your current path?

What things could impact your plans? For example, the availability of work, changes in management or the work environment.

What changes could be made within your current job to increase satisfaction, longevity or work/life balance?

Options to Consider

- A New Employer
- Volunteering

Move Forward

You may not have a particular goal in mind, but take time to consider your work/life balance, and think through how long you expect to stay in this Phase. Record your notes below.

My Goal

My Next Step

Maintaining - Peter's Story

Peter had worked in a maintenance role for an airline for most of his working life. There had been lots of changes in the maintenance crew during Peter's time there and his responsibilities had grown.

While Peter enjoyed the comradery of his work crew, he was happiest outside work, spending time with his friends and coaching his nephew's soccer team. Peter was working towards financial independence and had decided that, as long as he managed his money well, he would still be able to reach his savings goals without any further advancement or increase in salary. He enjoyed feeling he had mastered his work skills and was good at his job. Peter was content to maintain his current work role rather than retraining or seeking more responsibility at work.





Career Phase: Re-Gearing

This Phase is about changing your work commitments to allow room for other things outside work, like hobbies, family time or helping others. You may be in this Phase at any time during your working life, or later in your career.

Think It Through

Consider the following questions and record your answers below.

What things would you like to begin incorporating into your life?

Will re-gearing require a change of job, or adjustments to your current job?

Are there hobbies, interests or opportunities you would like to find out more about?

If you have a partner, what are their plans and priorities?

Who do you know who could help you learn more about re-gearing your work life?

Options to Consider

- Re-Training
- A New Job
- Part-Time Work
- Self-Employment
- Volunteering

Move Forward

Next think about a goal you could set for yourself. For example, when would you like to begin re-gearing? What would be a realistic next step? Record your notes below.

My Goal

My Next Step

Re-Gearing - John's Story

John had spent most of his working life doing technical work for a telecommunications company. The work involved lots of travel and two weeks out of every four working interstate. Even though his children were now older and had finished high school, John's wife still found his time away difficult, and John was also growing tired of the demands of travel.

An opportunity became available for John to work with a local charity that John had been involved with for many years. The job allowed John to use some of the organisational skills he had learned in his working life, and would not require any travel. The job offered a smaller salary, but John had fewer financial responsibilities and welcomed the chance for work that was a good fit for his interests and values. It would also allow him to spend more time with his wife and in his local community.





Career Phase: Re-Creating

In this Phase you are creating a new life for yourself after the end of your working life. This involves changes in your identity, routine and relationships. If you are entering this Phase, you will want to start this process several years ahead of time to help enjoy a smooth transition.

Think It Through

Consider the following questions and record your answers below.

What do you need to start creating now in order to be ready to stop working?

How will you know when you are ready to make this change?

What information do you need? For example, about your financial needs or what changes you can expect.

Who do you know who could help you learn more about life after work?

Move Forward

Next think about a goal you could set for yourself. For example, when do you plan to stop working? What would be a realistic next step? Record your notes below.

My Goal

My Next Step

Re-Creating - Ian's Story

Ian had enjoyed a successful career as a carpenter. He had a full life outside work, spending time with his adult children, and fixing small boats. Ian was satisfied in his work and had built a successful business.

The most challenging issue for Ian was deciding when to stop working. Ian's wife had worked as a doctor's receptionist and had been promoted to practice manager. However, she was ready to spend more time with their daughter who had recently started a family. Ian decided to continue working for another five years, both because he enjoyed his work and for the opportunity to build his savings.

When the time came, Ian made a smooth transition to spending time with his family and working on his boat. His son-in-law purchased a boat at around the same time Ian stopped working, and fixing boats became something they could enjoy together.





WORK OPTIONS

Work Option: Re-Training

Some people enter the second half of their working life wishing they had pursued a different career path. Others find that their current type of work will not suit them in the future, either because of physical demands or because of a changing employment market.

Re-training can provide an opportunity to explore new avenues or new work arrangements.

Think it Through

Consider the following:

- Type of Work – Think about what's most important to you about the type of work, the jobs you have been most successful at in the past and what skills or experience could you bring to a new career.
- Training – Consider what training would you need, the cost and how long any training would take to complete.
TIP: You will also need to think about whether you could complete the training while you were working or whether you would need to take time off.
- Opportunities – Investigate what opportunities there are for this type of work, and whether you would need to change employers or industries to do this kind of work.
TIP: Think about whether you would be happy to start at the bottom in a new career and work your way back up.
- Financial Needs – Consider whether the new type of work will meet your financial needs, and how a change in income may affect your lifestyle and any Government benefits you currently receive.

'Is it for me?'

This option might suit you if:

- ✓ There is another career path you would like to explore
- ✓ You can afford any time or money needed for re-training
- ✓ There are work opportunities in the new field



Find Out More

Find out more about training for mature workers at:

www.weasydney.com.au

www.cca.edu.au

www.ascca.org.au

Find out more about apprenticeships and traineeships at:

www.aapathways.com.au

Work Option: A New Job

You may wish to continue in the same type of job, but with a different employer, or to take up another job that doesn't require any additional skills or qualifications.

A new job can provide a fresh start or re-energise your working life, even if you don't change employers.

Think it Through

You'll need to think about things like:

- What is most important to you in the new job, such as something that interests you, travel time or the work environment.
- Your financial needs
- Long-service leave and other entitlements

Find Out More

Find out more about work opportunities at:

www.olderworkers.com.au

au.oneshiftjobs.com

www.jobsearch.gov.au



Work Option: Self Employment

Some people choose their later working years to buy a business or start a business of their own. This can be an opportunity for independence, or to use the skills and experience you have gained in your working life. Others choose a business based around a hobby or interest.

Think it Through

You'll need to think about things like:

- The skills or experience have you gained that could be used in starting a business
- Whether there is a hobby you enjoy that could form the basis of a business
- The market for the goods or services that your business would provide
- Whether you'd prefer to buy a business or start a new one
- The cost of setting up or buying a business, and how much money could you expect to earn from the business.

'Is it for me?'

This option might suit you if:

- ✓ There is a market for your skills and experience
- ✓ You can afford the time and money to set up or purchase a business
- ✓ You are comfortable with any financial risk involved
- ✓ You have the personal qualities necessary to run a business



Find Out More

Find out more about starting a business at:

<https://jobsearch.gov.au/jobseeker-info/start-your-own-business>

Work Option: Part-Time Work

Many people reduce their work hours or responsibilities later in their working life.

This can be a good way to manage the demands of work, and usually means you can keep working longer than you might if you were working full-time. It can also help you find time for other pursuits outside work.

Depending on your circumstances and your age, reducing your work hours can also help you top up your Super.

Think it Through

Consider things like:

- How you are finding the demands of work
- Whether there are there parts of your job that will become more difficult in the future. For example, a long commute or physical work.
- Whether your job lends itself to part time work
- Your financial needs – Whether you have already accumulated wealth or whether saving is an on-going priority
- The amount of satisfaction you get from work compared with other activities
- If you have a partner, whether they work, and whether they work full or part time.

Find Out More

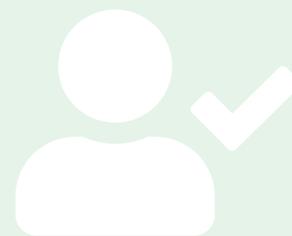
Find out more about part time work at:

<https://www.moneysmart.gov.au/superannuation-and-retirement/income-sources-in-retirement/part-time-employment>

'Is it for me?'

This option might suit you if:

- ✓ You would like to reduce your work responsibilities
- ✓ Your job lends itself to part time work
- ✓ There is an opportunity for part-time work
- ✓ You understand and are comfortable with any financial implications





HOW LONG WILL YOU WORK?



KEY IDEAS

Some people plan to continue working indefinitely, either because of financial need, work satisfaction, or because they have not considered when they might stop working. However, it's important to be realistic.

The average retirement age in the last 5 years was 62.1 years for women and 63.6 years for men*.

As you plan ahead, it's important to be aware of common events that affect people's ability to continue working. For example:

- Being unable to find work
- Poor health
- Needing to care for a loved one
- Being tired of the demands of work.

* Source: Australian Bureau of Statistics Retirement and Retirement Intentions, Australia, July 2016 to June 2017.



ISSUES TO CONSIDER

If you are planning to continue working indefinitely, you may want to think ahead and consider how flexible work arrangements could help you to manage the demands of work.

It's also wise to have a contingency plan in place (including saving as much money as you can) in case your circumstances change and you're not able to work as long as you expect.



FIND OUT MORE

Find out more about flexible work arrangements at:

<https://www.humanrights.gov.au/quick-guide/12036>



VOLUNTEERING



KEY IDEAS

Many people choose to do volunteer work, often through community groups or other charitable organisations.

Volunteering can have lots of benefits, like:

- ✓ Giving you a sense of achievement and fulfilment
- ✓ Improving your self-esteem
- ✓ Helping you meet new people and
- ✓ Improving your mental and physical health.

Ask yourself questions like:

- What am I interested in?
- What are my skills?
- How much time do I have available?

Did You Know?

You can volunteer for as little as 1 hour per week.

If you have access to a computer you can volunteer online from home.



FIND OUT MORE

Find out more about volunteering and opportunities to volunteer at

www.volunteeringaustralia.org

www.volunteer.com.au

govolunteer.com.au

www.avi.org.au



YOUR WORKPLACE



KEY IDEAS

Late career workers can face unique challenges in the workplace and it's helpful to know what protections are in place under the Age Discrimination Act.

Discrimination due to age can include things like being refused employment, dismissed, denied a promotion or access to training opportunities.

The Age Discrimination Act does not apply if you can't perform the 'inherent requirements' of the job, like holding a license that you need for the job.

If you think you have been discriminated against because of your age you can contact the Human Rights Commission.



FIND OUT MORE

Find out more about discrimination at:

www.humanrights.gov.au

You can also learn more from the Human Rights and Equal Opportunity Commission guide:

www.humanrights.gov.au/know-your-rights-age-discrimination



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